

# UNDERHILL PLANNING COMMISSION

Thursday, September 26, 2019 @ 6:00 PM

## Minutes

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### Attendance

#### **Planning Commissioners:**

Commissioner John Drew, Chair  
Commissioner David Edson, Vice Chair  
Commissioner Patrick Lamphere  
Commissioner John “Kail” Romanoff  
Commissioner Lea Van Winkle

#### **Staff/Municipal Representatives:**

Andrew Strniste, Planning Director

#### **Others Present:**

None

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[5:55] Members of the Planning Commission started to convene at Underhill Town Hall around 5:55 pm.

[6:02] Chair J. Drew called the meeting to order. No general public was in attendance to provide public comment. Discussion about attendance was an item added to the agenda.

#### **AGENDA ITEM: ATTENDANCE**

[6:03] The Commission discussed current attendance and the attendance policy that was enumerated in the Planning Commission’s Rules of Procedure. Discussed ensued about unexcused v. excused absences and the interplay with the policy.

#### **AGENDA ITEM: UPDATES REGARDING ACTIONS ITEMS**

[6:09] The Planning Commission and Staff Member Strniste reviewed the action items that were assigned at the end of the previous Planning Commission meeting (which can be found at the end of the August 22, 2019 minutes) and provided updates about each task assigned.

#### **AGENDA ITEM: 2019/2020 MUNICIPAL PLANNING GRANT APPLICATION UPDATE**

[6:11] Staff Member Strniste informed the Commission that the final draft pertaining to the Municipal Planning Grant has been completed and will be uploaded to the Vermont Department of Housing & Community Development’s website the next day.

#### **AGENDA ITEM: 2020 TOWN PLAN – REVIEW SERVICES GOALS, POLICIES & STRATEGIES; REVIEW HOUSING GOALS, POLICIES & STRATEGIES; REVIEW ECONOMIC DEVELOPMENT GOALS, POLICIES & STRATEGIES; REVIEW TRANSPORTATION GOALS, POLICIES & STRATEGIES**

[6:35] The Commission reviewed the draft goals, policies and strategies relating to housing and economic development. The review pertaining to the draft goals, policies and strategies regarding economic development will be completed at the next meeting.

#### **AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETING(S)**

[7:37] Commissioner Edson made a motion approve the minutes of September 12, 2019. The motion was seconded by Commissioner Van Winkle and approved unanimously.

[7:39] Commissioner Edson made a motion to adjourn. The motion was seconded by Commissioner Romanoff and approved unanimously.

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Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the September 26, 2019 meeting were accepted this 17 day of OCTOBER, 2019.

  
Johnathan Drew, Planning Commission Chair

**New Action Items**

- ☐ *Planning Commission* – Review Draft Town Plan Sections When Available.
- ☐ *Planning Commission* – Submit to Staff Member Strniste Goals, Policies and Strategies for the remaining remaining chapters of the Town Plan to be drafted.
- ☐ *Staff Member Strniste* – Write Draft 2020 Town Plan Chapters.

**Old, Incomplete Action Items**

- ☐ *Staff Member Strniste* – Inquire with Katherine Sonnick about the cost of create the Jericho natural resources plan.
- ☐ *Staff Member Strniste* – Update Planning Commission Calendar.
- ☐ *Chair J. Drew* – Discuss with Karen McKnight the anticipated subcommittee.
- ☐ *Planning Commission* – Submit to Staff Member Strniste Goals, Policies and Strategies for the land use chapter of the Town Plan to be drafted.

**Completed Action Items**

- ☒ *Staff Member Strniste* – Send up-to-date draft of Municipal Planning Grant to Planning Commission.